

United States Army Garrison, Alaska Pamphlet 380-1

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

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21 October 2004

Security

Personnel/Information Security Program Forms Used within U S Army Garrison, Alaska

Summary. This pamphlet contains information concerning forms utilized by US Army Garrison, Alaska (USAG-AK), Installation Security Work Center (ISWC) complying with AR 380-5 and AR 380-67.

Applicability. This pamphlet applies to USAG-AK and US Army Alaska (USARAK) units and activities and all other activities, organizations, and agencies located at or in the geographical areas of Forts Richardson, Wainwright, and Greely.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superceded or rescinded.

Suggested improvement. This pamphlet's proponent is the USAG-AK, ISWC. Users are invited to send comments and suggested improvements on a Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM-SEC.

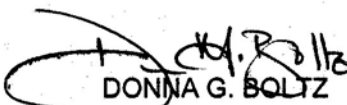
1. Purpose. The purpose of this pamphlet is to provide forms and instructions for forms used by USAG-AK, ISWC to comply with the requirements of AR 380-5 and AR 380-67.

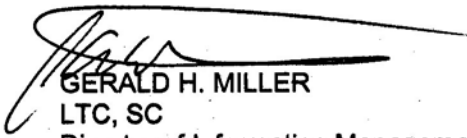
2. References. Required and related publications, prescribed and referenced forms, and related web sites are listed in appendix A.

3. Explanation of abbreviations. The abbreviations used in this pamphlet are listed in the glossary.

4. Responsibilities. USAG-AK, ISWC is responsible for maintaining this pamphlet and the forms referenced.

OFFICIAL:


DONNA G. BOLTZ
COL, MP
Commanding


GERALD H. MILLER
LTC, SC
Director of Information Management

DISTRIBUTION:

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR, Fort Shafter,
Hawaii 96858-5100

Appendix A References

Section I Required Publications

AR 380-5.....Department of the Army Information Security Program

AR 380-67.....Personnel Security Program

USARAK/USAG-AK Security SOP

Section II Related Publications

None

Section III Prescribed Forms

a. USAG-AK Form 2

- (1) Form is used to execute provost marshal office (PM) local records check.
- (2) Completion of form – self-explanatory (security manager completes blocks 1-8, PM completes 9-12).
- (3) Upon completion of this form submit to USAG-AK, ISWC as part of the request packet.
- (4) Form is available by accessing the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc> or can be emailed upon request.

b. USAG-AK Form 78

- (1) Form is used to record initial, annual, and specialized security training.
- (2) Completion of the form – self-explanatory.
- (3) Upon completion of the form, maintain in security files for two years for inspection purposes.
- (4) Form is available by accessing the USARAK/USAG-AK Blank Forms page at http://www.usarak.army.mil/Pubs/USARAK_Forms/ or the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc>.

c. USAG-AK Form 140

- (1) Form is used to request an investigation, validation, or an interim security clearance for military personnel.
- (2) Completion of the form – self-explanatory.
- (3) Upon completion of the form, submit to USAG-AK, ISWC.

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(4) Form is available by accessing the USARAK/USAG-AK Blank Forms page at http://www.usarak.army.mil/Pubs/USARAK_Forms/ or the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc>.

d. USAG-AK Form 140a

(1) Form is used to request an investigation, validation, or an interim security clearance for civilian personnel.

(2) Completion of the form – self-explanatory.

(3) Upon completion of the form, submit to USAG-AK, ISWC.

(4) Form is available by accessing the USARAK/USAG-AK Blank Forms page at http://www.usarak.army.mil/Pubs/USARAK_Forms/ or the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc>.

e. USAG-AK Form 141

(1) Form is used to record temporary security actions in an individual's personnel file.

(2) Completion of the form – self-explanatory.

(3) Upon completion of the form, place in the individual's personnel file. This should be accomplished at the same time as the DA Form 873 is removed.

(4) Form is available by accessing the USARAK/USAG-AK Blank Forms page at http://www.usarak.army.mil/Pubs/USARAK_Forms/ or the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc>.

f. USAG-AK Form 318

(1) Form is used to record foreign travel. Form records both the countries traveled to and the briefing given.

(2) Completion of the form – self-explanatory.

(3) Upon completion of the form, maintain in security files for two years for inspection purposes.

(4) Form is available by accessing the USARAK/USAG-AK Blank Forms page at http://www.usarak.army.mil/Pubs/USARAK_Forms/ or the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc>.

g. USAG-AK Form 380 & USARAK Form 380

(1) Form is used to show approval of classified shredders.

(2) Completion of the form – annotate level of destruction authorized in ISWC approval memo.

(3) Upon completion of the form, post on or near the approved classified shredder.

(4) Form is available by accessing the USARAK/USAG-AK Blank Forms page at http://www.usarak.army.mil/Pubs/USARAK_Forms/ or the USAG-AK, ISWC website at <https://intranet.ak.pac.army.mil/iswc>.

h. USAG-AK Form 846 (FRA) & 846-1 (FWA)

- (1) Form is used to show security managers the clearance status of members of the organization.
- (2) Completion of the form – only ISWC personnel are authorized to complete this form.
- (3) Upon completion of the form, maintain in security files.
- (4) Form is restricted and can be produced only by the ISWC.

**Section IV
Referenced Forms**

DA Form 873.....Certificate of Clearance and/or Security Determination

**Section V
Related Web Sites**

<https://intranet.ak.pac.army.mil/iswc>

http://www.usarak.army.mil/Pubs/USARAK_Forms/

Glossary

ARArmy Regulation

DADepartment of the Army

DOIM.....Director of Information Management

ISWC.....Installation Security Work Center

PM.....Provost Marshal

SOP.....standing operating procedure

USAG-AK.....United States Army Garrison, Alaska

USARAK.....United States Army Alaska